

MINUTES

OF THE

APRIL 12, 2018 REGULAR MEETING



OF THE

OKLAHOMA WORKERS' COMPENSATION COMMISSION

STATEMENT OF OKLAHOMA OPEN MEETING LAW COMPLIANCE

Notice of this Regular Meeting was filed with the Secretary of State's office on April 9, 2018 at 11:54 a.m., in compliance with the Open Meeting Act.

The Agenda was posted at least 24 hours in advance of the meeting, in compliance with the Open Meeting Act. It was posted on the Commission website and at 1915 N. Stiles Ave., Oklahoma City, Oklahoma, the Commission's principal office.

MINUTES OF THE APRIL 12, 2018 REGULAR MEETING OF THE OKLAHOMA WORKERS' COMPENSATION COMMISSION

The members of the Oklahoma Workers' Compensation Commission met at 1915 N. Stiles Ave., 2nd Floor, Oklahoma City, Oklahoma, on April 12, 2018.

Members present: Chairman Mark Liotta, Commissioner Jordan Russell, and Commissioner Megan Tilly.

Others Present: Tish Sommer, WCC; Dana Esparza, WCC; Collin Fowler, WCC; and Jennifer Reeves, WCC.

Chairman Liotta expressed appreciation for those in attendance. After the roll was taken, he announced the presence of a quorum. The meeting was called to order at 1:30 p.m.

Approval of Minutes

Chairman Liotta presented the minutes of the March 29, 2018 and March 30, 2018 public meetings for approval.

Motion: Commissioner Tilly moved to approve the minutes of the March 29, 2018 and March 30, 2018 public meetings.

Second: Commissioner Russell.

Those voting aye: Chairman Liotta, Commissioner Russell, Commissioner Tilly.

The motion carried.

1. Consent Agenda for Travel Vouchers Currently Outstanding

85A O.S. § 23 states any commissioner or employee of the Commission shall be entitled to receive his or her necessary traveling expenses as provided in the State Travel Reimbursement Act. The expenses shall be certified by the person who

incurred them and shall be allowed and paid on presentation of vouchers approved by the Commission.

In accordance with this section, the Commission considered a vote to approve the currently outstanding vouchers.

Motion #1: Commissioner Russell moved to remove the Melissa Gastorf voucher item from the consent agenda pending verification of the reimbursement amount.

Second: Commissioner Tilly.

Those voting aye: Chairman Liotta, Commissioner Russell, and Commissioner Tilly.

The motion carried.

Motion #2: Commissioner Russell moved to approve the remaining travel vouchers as proposed and to move the Melissa Gastorf voucher item to the Commission's next business agenda.

Second: Commissioner Tilly.

Those voting aye: Chairman Liotta, Commissioner Russell, and Commissioner Tilly.

The motion carried.

Chairman Liotta returned to the Melissa Gastorf voucher matter, without objection, based on receipt of confirmation from Commission staff of the accuracy of the voucher amount. A motion was entertained to address approval of the voucher.

Motion #3: Commissioner Tilly moved to approve the Melissa Gastorf travel voucher in the amount of \$193.21.

Second: Commissioner Russell.

Those voting aye: Chairman Liotta, Commissioner Russell, and Commissioner Tilly.

The motion carried.

2. Discussion and Consideration of Proposed Lease for 3rd Floor Office Space for Fiscal Year 2019

The Commission discussed and considered approving a proposed lease with the Office of Management and Enterprise Services (OMES) for the 3rd Floor office space in the Denver Davison Building for FY 2019 in the amount of \$84,948.00.

Commission CFO Jennifer Reeves was recognized, reported, responded to questions of the Commissioners, and gave a recommendation.

Motion: Commissioner Russell moved to encumber \$84,948.00 in funds for lease with OMES of the 3rd floor office space in the Denver Davison Building for FY-19.

Second: Commissioner Tilly.

Those voting aye: Chairman Liotta, Commissioner Russell, and Commissioner Tilly.

The motion carried.

3. Discussion and Consideration of Proposed Lease for Tulsa Office Space for Fiscal Year 2019

The Commission discussed and considered approving a proposed lease with the Office of Management and Enterprise Services (OMES) for the Tulsa office space in the Kerr State Office Building for FY-2019 in the amount of \$46,699.56.

Commission CFO Jennifer Reeves was recognized, reported, responded to questions of the Commissioners, and gave a recommendation.

Motion: Commissioner Russell moved to encumber \$46,699.56 in funds for lease with OMES of the Tulsa office space in the Kerr State Office Building for FY-19.

Second: Commissioner Tilly.

Those voting aye: Chairman Liotta, Commissioner Russell, and Commissioner Tilly.

The motion carried.

4. Discussion and Consideration of Renewal of a Contract between the Commission and Lowery and Associates for court reporting services for Fiscal Year 2019

The Commission discussed and considered renewing a contract between the Commission and Lowery and Associates for court reporting services for FY-2019. The cost of the contract is \$50,000.00.

Commission CFO Jennifer Reeves was recognized, reported and gave a recommendation.

Motion: Commissioner Tilly moved to renew the contract between the Commission and Lowery and Associates for court reporting services for FY-2019, encumbering funds in the amount of \$50,000.00.

Second: Commissioner Russell.

Those voting aye: Chairman Liotta, Commissioner Russell, and Commissioner Tilly.

The motion carried.

5. Discussion and Consideration of Renewal of the Shared Services Agreement between the Commission and the Office of Management Enterprise Services for Fiscal Year 2019

The Commission discussed and considered renewing the Shared Services Agreement with the Office of Management Enterprise Services for FY-2019, encumbering funds in the amount of \$533,839.38. This Agreement includes Risk Management, Information Services, Human Capital Management, and Central Accounting and Reporting. The Agreement signed in FY-2018 continues until such time as modified or terminated.

Commission CFO Jennifer Reeves was recognized, reported and gave a recommendation.

Motion: Commissioner Russell moved to encumber \$533,839.38 in funds for a Shared Services Agreement between the Commission and OMES for FY-19.

Second: Commissioner Tilly.

Those voting aye: Chairman Liotta, Commissioner Russell, and Commissioner Tilly.

The motion carried.

6. Discussion and Consideration of Renewal of Self-insurance Guaranty Fund Board Contract for Fiscal Year 2019

Under 85A O.S., § 99 the Commission may contract with an appropriate state governmental entity, as approved by the Commission, for claims administration, including processing, investigating and paying valid claims against an impaired self-insurer with the monies from the released security.

The Commission discussed and considered approving a one-year renewal of the contract with the Self-insurance Guaranty Fund Board in the amount of \$30,880.00 for workers' compensation claims administration services dealing with the security posted by a self-insurer and released for the payment of the self-insurer's workers' compensation obligations.

Commission CFO Jennifer Reeves was recognized, reported, responded to questions of the Commissioners and gave a recommendation.

Motion: Commissioner Tilly moved to renew the contract between the Commission and Self-insurance Guaranty Fund Board for workers' compensation claims administration services for FY-19, encumbering funds in the amount of \$30,880.00.

Second: Commissioner Russell.

Those voting aye: Chairman Liotta, Commissioner Russell, and Commissioner Tilly.

The motion carried.

7. Possible Executive Session Pursuant to Title 25 O.S., § 307(B)(1) for the purpose of discussing the employment or resignation of Chief Financial Officer, Jennifer Reeves.

A. Motion and Vote to:

Go into Executive Session under Title 25 O.S. § 307(B)(1) for purposes of discussing the employment or resignation of Chief Financial Officer, Jennifer Reeves.

Motion: Commissioner Tilly moved to go into Executive Session.

Second: Commissioner Russell.

Those voting aye: Chairman Liotta, Commissioner Russell, and Commissioner Tilly.

The motion carried.

B. Motion and Vote to Reconvene in Open Session

Motion: Commissioner Tilly moved to go into Executive Session.

Second: Commissioner Russell.

Those voting aye: Chairman Liotta, Commissioner Russell, and Commissioner Tilly.

The motion carried.

C. Motion Resulting from Executive Session

Motion: Commissioner Tilly moved to accept Jennifer Reeves's request to rescind her resignation, and to continue her employment as the Commission's Chief Financial Officer, as discussed in Executive Session.

Second: Commissioner Russell.

Those voting aye: Chairman Liotta, Commissioner Russell, and Commissioner Tilly.

The motion carried.

8. Announcements

The Commission's next regularly scheduled business meeting is on Thursday, April 19, 2018. The Commission's next regularly scheduled appeals meeting is on Friday, April 20, 2018.

ADJOURNMENT.....Chairman Liotta

Motion: Commissioner Tilly moved to adjourn.

Second: Commissioner Russell.

Those voting aye: Chairman Liotta, Commissioner Russell, and Commissioner Tilly.

The motion carried. The meeting adjourned.